

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
December 5, 2023

4:30 p.m.

Classified Conference Center  
2336 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of November 7, 2023
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Election of Officers
  - B. Approval of Eligibility Lists
    - Behavior Analyst
    - Behavior Support Assistant
    - Campus Security
    - Child Development Instructor
    - Child Development Program Assistant
    - Custodian
    - Electrician
    - Health Services Assistant
    - Instructional Assistant
    - Lead Instructional Assistant - Expanded Learning Opportunities Program
    - Licensed Vocational Nurse
    - Manager – Facilities/Operations
    - Nutrition Services Assistant
    - Paraeducator-Tier I/Tier II
    - Risk Management Coordinator
    - Student Supervision Assistant
    - Supervisor – Plumbing Maintenance
  - C. Approval of Advanced Salary Placement
- VI. INFORMATION ITEMS
  - Job Announcements –
    - Multimedia Specialist
    - Nutrition Services Transport/Stock Assistant
  - Next Regular Commission Meeting (2024) –

January 9, 2024, 4:30 p.m.	– Classified Conference Center
February 6, 2024, 4:30 p.m.	– Classified Conference Center
March 12, 2024, 4:30 p.m.	– Classified Conference Center
April 9, 2024, 4:30 p.m.	– Classified Conference Center
May 7, 2024, 4:30 p.m.	– Classified Conference Center
June 4, 2024, 4:30 p.m.	– Classified Conference Center
July 2, 2024, 4:30 p.m.	– Classified Conference Center
August 6, 2024, 4:30 p.m.	– Classified Conference Center
September 3, 2024, 4:30 p.m.	– Classified Conference Center
October 1, 2024, 4:30 p.m.	– Classified Conference Center
November 5, 2024, 4:30 p.m.	– Classified Conference Center
December 3, 2024, 4:30 p.m.	– Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

# Minutes of the Regular Meeting of the Personnel Commission November 7, 2023

## CALL TO ORDER

The meeting was called to order by Commissioner Furey at 4:30 p.m.

## PRESENT

Personnel Commissioners:

Terry K. Furey, Chair  
Terry Ragins, Vice-Chair  
Mark Steffen, Member

Marion Schugt, Director-Personnel Commission

## PLACE AND DATE OF MEETING

Torrance Unified School District, Classified Conference Center,  
2336 Plaza del Amo, Torrance, November 7, 2023

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Steffen.

## APPROVAL OF MINUTES – Regular Meeting of October 3, 2023

Commissioner Ragins moved, seconded by Commissioner Steffen, that the Minutes of the Regular Meeting of October 3, 2023 with the amendment to update Item III and Item VI. C. to show the motion being made by Commissioner Furey be approved. Motion carried 3/0.

## APPROVAL OF ELIGIBILITY LIST –

Adult Education Instructional Assistant-Computer Science, Campus Security, Child Development Program Assistant, Custodian, Facilities and Projects Specialist, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Manager - Nutrition Services, Manager - Planning/Facilities, Nutrition Services Assistant, Nutrition Services Satellite Operator II, Office Assistant, Paraeducator – Health Care, Paraeducator-Tier I/Tier II, Reprographics Technician, School Bus Driver, Student Supervision Assistant, Supervisor - Facilities Usage

Commissioner Steffen moved, seconded by Commissioner Ragins that the eligibility lists of Adult Education Instructional Assistant-Computer Science, Campus Security, Child Development Program Assistant, Custodian, Facilities and Projects Specialist, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Manager - Nutrition Services, Manager - Planning/Facilities, Nutrition Services Assistant, Nutrition Services Satellite Operator II, Office Assistant, Paraeducator – Health Care, Paraeducator-Tier I/Tier II, Reprographics Technician, School Bus Driver, Student Supervision Assistant and Supervisor - Facilities Usage be approved. Motion carried 3/0.

## APPROVAL OF ADVANCED SALARY PLACEMENT

Commissioner Ragins moved, seconded by Commissioner Steffen that the requests for advanced salary placement be approved. Motion carried 3/0.

## APPROVAL OF REVISED JOB DESCRIPTION – Webmaster & Social Media Specialist

Commissioner Ragins moved, seconded by Commissioner Steffen that the revised job description for Webmaster & Social Media Specialist, title change to Multimedia Specialist and placement at salary Range 38 on the Classified Bargaining Unit B – Clerical/Technical salary schedule be approved. Motion carried 3/0.

## APPROVAL OF 2022-2023 ANNUAL REPORT

Commissioner Steffen moved, seconded by Commissioner Ragins that the 2022-2023 Annual Report be approved. Motion carried 3/0.

## INFORMATION ITEMS

### Job Announcements –

Adult Education Instructional Assistant-Computer Science  
Manager-Nutrition Services  
Manager-Planning/Facilities  
Nutrition Services Satellite Operator II  
Office Assistant

### Next Regular Commission Meetings (2023) –

December 5, 2023, 4:30 p.m. – Classified Conference Center

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## ADJOURNMENT

Meeting adjourned at 4:39 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

November 30, 2023

TO: PERSONNEL COMMISSIONERS  
Terry K. Furey, Chair  
Terry Ragins, Vice-Chair  
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT

**BACKGROUND:**

In accordance with Personnel Commission Rule 17.2.1, the hiring authority has requested advanced salary placement for the following:

Classification	Name	Step	Range	Unit
Mechanic Parts Technician	Jose Hernandez	2	20	Unit A – Operations & Support
Nutrition Services Assistant	Myraflor Atkinson	5	C3	Unit A – Operations & Support
Nutrition Services Assistant	Charyl Franks	5	C3	Unit A – Operations & Support
Instructional Assistant	Archana Prasad	5	A4	Unit C – Student Support Staff
Instructional Assistant	Jackelyn Ovalle	3	A4	Unit C – Student Support Staff
Lead Instructional Assistant - ELOP	Tiffany Tatenco	5	A12	Unit C – Student Support Staff
Paraeducator - Tier II	Jessica Monte	5	A11	Unit C – Student Support Staff
Paraeducator - Tier II	Jessica Sandoval	5	A11	Unit C – Student Support Staff
Student Supervision Assistant	Monica Block	3	A5	Unrepresented

The request is based on possession of relevant education and experience beyond what is minimally required of this position.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive related education or experience and/or (2) extreme difficulty in recruiting for the particular position.

**DIRECTOR RECOMMENDATION:**

Approve advanced salary placement, as requested, effective as of date of hire.